MISSION FLOW CHART

1 Secure Airplane

A Tie Down
B Avionics Panel and Door Locks
C Cancel Flight Plan
D Refuel and pay bill

2 Check in with Safety Officer

A Complete Aircraft Safety Check
B Keep copy for your records

3 Check in with Administration

A CAPF 103   (Mission Authorization/Personnel Register)
   101 Card
   Membership Card
   Pilot Files
B CAPF 121   (Aircraft/Vehicle Register)

4 Check in with Air Operations

A Turn in "Inbound" CAPF 104   (Mission Flight Plan/Briefing Form)
B Turn in Safety Inspection
C Turn in Keys
D Get Sortie Information and Number

5 Flight Planning

A Flight Plan with Aircrew
B Complete CAPF 104   (Mission Flight Plan/Briefing Form)

6 Check in with Briefing Officer

A Include Aircrew
B Show Completed CAPF 104
C Take Notes

7 Check in with Air Operations

A Include Aircrew
B Have Air Operations Officer sign CAPF 104
C Obtain any Changes

8 Start & Taxi

A Show CAPF 104 to your Flight Line Officer
B Preflight
C Follow Starting Procedures
D Follow Taxi Procedures

9 Fly Sortie

A Call Mission Base with . . . . . . "TAKE OFF" TIME
                                                "IN AREA" TIME
                                                "OUT OF AREA" TIME
                                                "LANDING" TIME
B Call High Bird with . . . . Appropriate Calls

10 After Landing

A Complete appropriate checks in item #1, and return keys to Air Operations

11 Debrief

A Complete reverse side of CAPF 104
B Check in with Debriefing Officer

12 Next Mission

A Complete Previous Steps #5 through #11

13 Release

A Flight Plan Trip Home
B Complete Outbound CAPF 104   (DO NOT LEAVE with out a CAPF 104)
C Complete FAA Flight Plan
D Call Local Flight Release Officer   (Record Phone Number for later use)
E Check Out with Air Operations

14 Arriving Back Home

A Close FAA Flight Plan
B Call Flight Release Officer
C Call Mission Base with Flight Time
D Complete CAPF 108   (CAP Reimbursement for Aviation/Auto/ Misc. Exp)
E Make sure your crew gets Home